

COMMUNITY SERVICE EVALUATION PROCEDURES

1. **FOR EACH ACTIVITY ACCOMPLISHED, A COMMUNITY SERVICE LOG AND COMMUNITY SERVICE REFLECTIONS PAGE MUST BE FILLED OUT COMPLETELY. THE SECTIONS ARE TO BE FILLED IN INK BY THE ACTIVITY SUPERVISOR / COORDINATOR; THE QUESTIONS ARE TO BE ANSWERED BY THE STUDENT IN COMPLETE SENTENCES. NO ONE OR TWO WORD ANSWERS WILL BE ACCEPTED. NON COMPLIANCE WILL RESULT IN AN "INCOMPLETE PENALTY" AS OUTLINED IN THE PENALTIES SECTION.**

2. **IF AN ACTIVITY IS PERFORMED MORE THAN ONE TIME DURING A COLLECTION PERIOD, THE "LOG" MAY BE USED FOR UP TO SEVEN ENTRIES AND THE "REFLECTIONS" PAGE MUST BE COMPLETED FOR EACH EVENT. A VALID SUPERVISOR'S SIGNATURE MUST BE SECURED FOR EACH "LOG" ENTRY. THE DATE, NAME OF ACTIVITY, START TIME, END TIME, AND NUMBER OF HOURS MUST BE COMPLETED LEGIBLY FOR EACH "LOG" ENTRY. IF THE SAME ACTIVITY IS PERFORMED DURING THE 2ND AND 3RD COLLECTION PERIOD (NOTE THE DUE DATES), A NEW "LOG" AND "REFLECTIONS" PAGE MUST BE FILLED OUT AND VALIDATED BY THE SUPERVISOR, THEN PLACED WITHIN THE APPROPRIATE SECTION.**

3. **AT THE END OF EACH COLLECTION PERIOD (NOTE THE DUE DATES), THE COMMUNITY SERVICE BOOKLET WILL BE TURNED INTO THE DESIGNATED TEACHER OR IBMYP COMMUNITY SERVICE COORDINATOR FOR EVALUATION, WHO WILL REVIEW THE REFLECTIONS AND RECORD THE HOURS COMPLETED ON THE COMMUNITY SERVICE LOGS. ONCE THE COMMUNITY SERVICE HOURS HAVE BEEN RECORDED FOR A PARTICULAR COLLECTION PERIOD, ANY COMMUNITY SERVICE HOURS NOT TURNED IN BY THE DUE DATES AS SHOWN BELOW, WILL NOT BE INCLUDED NOR WILL IT BE ACCEPTED RETRO-ACTIVELY DURING THE 2ND OR 3RD COLLECTION PERIOD (NOTE THE DUE DATES).**

4. **ALL PAGES MUST BE CONTAINED IN THE PROVIDED FOLDER, INCLUDING THOSE FROM ANY PREVIOUS COLLECTION PERIOD, IN ORDER TO HAVE THE HOURS RECORDED.**

5. **IF A STUDENT WISHES, HE/SHE MAY DO MORE THAN THE REQUIRED HOURS EACH YEAR. IF A STUDENT COMPLETES MORE THAN FIFTEEN HOURS OVER THEIR MINIMUM HOUR REQUIREMENT THEY WILL RECEIVE AN ENGRAVED PIN, IN ADDITION TO THEIR YEARLY COMMUNITY SERVICE PIN FOR COMPLETING THEIR REQUIRED HOURS. EXTRA HOURS MAY NOT BE CARRIED OVER TO THE NEXT SCHOOL YEAR.**

6. **PLEASE CONTACT THE LETHA RANEY COMMUNITY SERVICE COORDINATOR IF YOU ARE UNSURE IF A PARTICULAR COMMUNITY SERVICE EVENT MEETS THE LETHA RANEY COMMUNITY SERVICE GUIDELINES. IF THE EVENT IS WORKED AND IS LATER DETERMINED NOT TO MEET THE COMMUNITY SERVICE CRITERIA AS OUTLINED IN THE LETHA RANEY COMMUNITY SERVICE REGULATIONS AND GUIDELINES, THE HOURS WILL NOT BE INCLUDED IN YOUR STUDENT'S TOTAL COLLECTION.**
DEADLINES:

- COMMUNITY SERVICE BOOKS DUE FOR ALL STUDENTS: OCTOBER 30, 2014

- COMMUNITY SERVICE BOOKS DUE FOR ALL STUDENTS: JANUARY 30, 2015

- 8th COMMUNITY SERVICE BOOKS DUE (FINAL COLLECTION) APRIL 20, 2015

- 6th & 7th COMMUNITY SERVICE BOOKS DUE (FINAL COLLECTION) MAY 7, 2015